



Forest Heights Police Department Policy and Procedures Manual

Subject:	Flag Etiquette			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter:	5	Section:	4	Number of Pages: 3
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Revised:				

A. Purpose

To document the national standards when the United States of America (USA) flag is flown.

B. Policy

This regulation governs the display of flags at all Forest Heights Police Department (FHPD) controlled locations with a standard permanent mounted flagpole. The FHPD policy regarding the display of the flags of the United States, Maryland and the Town of Forest Heights.

C. Flying the USA Flag

The dates the USA flag should be flown are:

1. January 15 – Martin Luther King, Jr. Day
2. Inauguration Day
3. February 12 - Lincoln's Birthday
4. February 22 - Washington's Birthday
5. May 30 - Memorial Day (Half-staff from sunrise to noon)
6. June 14 - Flag Day
7. July 4 - Independence Day
8. October 12 - Columbus Day
9. November 11 - Veterans' Day
10. November 24 - Thanksgiving Day
11. December 25 – Christmas Day
12. Such other dates as proclaimed by the President of the United States.

D. Locations with Two or More Flagpoles

With other flags, fly the U.S.A. flag to its own right, hoisting it first and lowering it last.

E. Displaying the United States Flag

1. In a procession with another flag or flags, the U.S.A. flag should be at one of the following:
 - a. On the marching right, i.e., the flag's own right.
 - b. In front of the center of a line of other flags.
2. When the U.S.A. flag is against a wall with another flag from crossed staffs have the:
 - a. U.S.A. flag on its own right.
 - b. staff of the U.S.A. flag in front of the staff of the other flag.
3. With flags of states, cities or pennants of societies grouped and displayed from staffs the U.S.A. flag should be at the center or at the highest point of the group.
4. Flat against a wall on a speaker's platform display the U.S.A. flag above and behind the speaker.
5. From a staff in a church or public auditorium display the U.S.A. flag as follows:

Chapter 5 Section 4

- a. In the chancel of a church, or on the speakers platform the U.S. A. flag should be in a position of honor and placed at the clergyman's or speaker's right as he faces the congregation or audience.
 - b. Any other non-U.S.A. flag displayed in a church chancel, or on a speakers' platform should be at the clergyman's or speaker's left as he faces the congregation or audience.
 - c. When displayed elsewhere than in the church chancel or on the speakers platform stand the U.S.A. flag in a position of honor at the right of the congregation or audience as they face the chancel or flag.
6. Half-Staff
- a. Half-staff on a flag pole is one-half the distance between the top and the bottom of a flagpole.
 - b. When flying the flag at half-staff, rapidly raise the flag to top of the flagpole, hold it there for an instant and then slowly lower it to half-staff.
 - c. When lowering a flag flying at half-staff, first raise it to the top of the flagpole and then slowly lower it to the bottom.
 - d. On Memorial Day, May 30th, display the flag at half-staff from sunrise until noon and at full staff from noon until sunset.
 - e. The President of the United States will authorize the lowering of the U.S. flag at half-staff. The Governor will authorize of the lowering of the Maryland flag. The Mayor may order the Town of Forest Heights flag to be flown at half-staff on property under the Town's Jurisdiction.
7. Covering a Casket
- a. Place the flag so the union is at the head and over the left shoulder.
 - b. Carry casket foot first.
 - c. The flag should not be lowered into the grave or allowed to touch the ground.
8. Display the U.S.A. flag from sunrise to sunset.
9. When flown at night, the U.S.A. flag should be spotlighted.

F. Saluting the Flag

When the flag is hoisted, lowered, passes in a parade or in review all persons present should:

1. face the flag;
2. stand at attention; and
3. salute.

G. Saluting

1. Persons in uniform should render a military salute.
2. Men wearing hats, but not in uniform, should remove the headdress with their right hand, holding it at the left shoulder such that their hand is over their heart.
3. Men not wearing hats and women should place their right hand over their hearts.
4. The salute to the flag in a moving column should be rendered at the moment the flag passes.

H. Saluting the National Anthem

1. Anthem is played but flag is not displayed.
 - a. All present stand and face toward the music.
 - b. Persons in uniform render a military salute from the playing of the first note of the Anthem until the last note.
 - c. Persons not in uniform stand at attention, men remove headdress.
2. Anthem is played and U.S.A. flag is display
 - a. All present stand and face the flag.
 - b. Persons in uniform render a military salute.
 - c. Persons in civilian clothing place their right hand over their hearts; men remove their headdress.

I. Pledge of Allegiance to the Flag

1. All present stand, face the flag and recite the pledge.
2. Persons in uniform render a military salute.
3. Persons in civilian clothing place their right hand over their hearts; men remove their headdress.

J. Displaying the Maryland State Flag

1. The flag will be displayed with the black and gold fields in the upper left-hand corner when looking at the flag; from a flagpole or staff the black and gold fields are at the top.
2. The Maryland State flag will be flown at half-staff:
 - a. when so ordered by the Governor; and
 - b. when a police officer is killed in the line of duty and while in the active enforcement of the laws or prevention of a crime. This does not apply for police officers who die while engaged in administrative duties or while performing those duties.
3. Flying the Maryland flag at half-staff
 - a. When raising the flag hoist it to the top of the flagpole for an instant and lower it to half-staff.
 - b. Before lowering the flag for the day, raise it to the top of the flagpole.

K. Responsibility for Displaying Flags

The FHPD Chief and the Forest Heights Director of Public Works will jointly coordinate the responsibility for flying flags.

M. Disposing of USA Flags

1. When a U.S.A. flag is in such condition that it is no longer a fitting emblem for display, it should not be cast aside or used in any way that might be viewed as disrespectful to the National colors, but should be destroyed as a whole privately, preferably by burning
2. The FHPD will deliver USA flags no longer suitable for public display to the nearest Veterans of Foreign Wars Post or an American Legion Post that accepts USA flags for proper disposal.